

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notification of Overdue Balance - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that your account is currently past due. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Account Summary:

- Invoice Date: [Invoice Date]
- Invoice Number: [Invoice Number]
- Total Amount Due: \$[Amount]
- Days Past Due: [Number]

We understand that missed payments can occur for various reasons. If you have already sent your payment, please disregard this notice. Otherwise, we request that you remit the balance in full by [Date].

Payments can be made via [Payment Method/Link].

If you are experiencing financial difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]